



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-53

TO: All UPS/ISIS HR Paid Agencies

FROM: Ron Mitchell  
Director

SUBJECT: Changes Due to Implementation of ISIS HR

In the ISIS HR Implementation Agents meeting on March 8, 2001, OSUP Assistant Director Jena Cary provided attendees with some information on the various processes and deadlines that will be changing as a result of the implementation of ISIS HR. This memorandum will document and in some cases provide further details on those items.

**UPS and Conversion Issues**

ISIS HR began the conversion of UPS records after payroll calc on Monday, March 19, 2001. The last chance agencies had for cleaning up UPS records prior to that conversion was noon Wednesday, March 14, 2001 for submitting void and supplemental documents and 3:00 p.m. Monday, March 19, 2001 for entering to the on-line master record system. OSUP also had the same master record deadline for entering W-2 Balance Adjustments. Special processing in UPS and possibly ISIS HR, by both OSUP and the agency may be required for any corrections to employees records after the conversion. **Therefore, agencies must contact OSUP as soon as a situation is identified that will require correcting UPS or W-2 data.**

- Void UPS checks only when an employee is grossly overpaid, make arrangements to recoup the money from the employee in ISIS HR if at all possible. Voids & Supplementals can be done for lost or stolen checks; voids can be done when an employee should not have been paid, but adjustments in ISIS HR will also be required.
- Issue supplemental checks between March 15 and March 30 only when it is not possible to wait until ISIS HR off-cycle processing is available April 2, 2001. Supplementals can be done in extreme circumstances, e.g. 72 hour mandated payments for discharged employees or employees grossly underpaid, but adjustments in ISIS HR will also be required.
- Negative supplementals for Worker's Compensation payments made to employees for periods prior to ISIS HR conversion should still be completed and submitted to

March 22, 2001

Page 2

OSUP with the check and PIV. A supplemental document to refund Medicare tax must also be submitted to OSUP if applicable. Agencies must adjust the leave balances in ISIS HR.

- Correct all W-2 related items; get details to OSUP as early as possible for W-2 balance adjustments. Again, any **W-2 corrections for 2000 and 2001** not processed by 3/19/2001 will require adjustments and special processing in ISIS HR. Agencies must contact OSUP prior to processing any transactions in ISIS HR that will effect changes to UPS YTD records, including refunds of W-2 related deductions. These transactions could require special ISIS HR wage types.

The only deduction amounts that will not be converted to ISIS HR are those set up under code MS10NZ. Agencies that still need this code should contact OSUP immediately.

After calc on Monday 3/19/2001, ID security for all agency operators was changed to Inquiry Only, preventing agencies from entering any changes to UPS data and allowing access to view records only. In the event that it is necessary to make changes to UPS data, OSUP will make the changes upon approval from the agency.

### **Employee payments in ISIS HR**

#### **Employee Direct Deposit (EFT's)**

ISIS HR will not process any prenotes for employee payments. Be very careful to secure proper documentation and enter this information accurately in ISIS HR. The system will prompt you if you have entered an invalid bank routing number; it can not validate account numbers. If incorrect data is entered, payments to employees could be returned to OSUP, usually after payday. This could result in the employee having to wait from 3-10 days to be paid. **BE VERY CAREFUL!!**

There will be no automated updates in ISIS HR for notices from the bank of changes that are required on employee EFT data. These Returns and NOC's will be provided to the agencies, who will then be responsible for making corrections in ISIS HR before the next payment is made to the employee.

Earnings statements will continue to be mailed to employees on direct deposit through June 2001. After that time, employees must use Employee Self Service to view payroll payment information. ISIS HR will provide more details on this.

#### **Mailing of Payroll Checks**

OSUP will continue to mail regular payroll checks on payday. The only change to this policy is that **all checks will be mailed**, including checks for **terminated employees and patients/clients**. Agencies with patients/clients are urged to verify that the mailing addresses in the system on these employees are correct. These checks will no longer be bundled and mailed to the agency.

### Off-cycle Processing

OSUP Memorandum #2001-51 outlines details on how ISIS HR payments will be voided and replaced, e.g. for lost checks. It also identifies the roles that OSUP and the agency play in voiding/reversing and reissuing payments. Both of these processes utilize the off-cycle process. OSUP will normally print and mail checks and transmit EFT's the day following the entry of the off-cycle transaction. Refer to the memorandum for specific details and new forms to use. ISIS HR off-cycle processing will not be available to agencies until April 2, 2001.

OSUP Memo #2001-52 provides new procedures and forms for stop payments of ISIS HR payroll checks.

### Garnishments

Agencies have been advised on garnishment processing in several recent memoranda:

- OSUP Memo-2001-46, dated 03-09-2001 Subject: Garnishment Fees and Withholding Changes  
Agencies are to advise employees that 1) fees will be withheld on child support and creditor garnishments and 2) ISIS HR garnishment withheld amounts may differ from UPS amounts.
- OSUP Memo-2001-47, dated 03-09-2001 Subject: Federal Tax Levies and After Levy Wage Types  
Special processing is required by agencies when setting up recurring deductions for employee with federal tax levy.
- Memo from Division of Administration General Counsel, dated 03/14/2001 to department general counsels reminded agencies to forward new documents for all kinds of garnishment withholdings to OSUP immediately.
- Memo from Commissioner Drennen to department secretaries, elected officials, and department undersecretaries, dated 3/12/2001, advised that agencies would have to address questions from employees regarding deduction amounts differences in ISIS HR for 4/6/2001 payday if appropriate garnishment adjustment procedures had not been previously followed by agencies in UPS.

OSUP will be contacting agencies for additional information and documentation on incomplete conversion material.

### Forms

Several OSUP forms will be revised for ISIS HR :

- Prior Period Adjustment form UPR/F150 – OSUP will revise this form in several months after input from agency users.
- Void and Supplemental Check requests UPR/F10 & UPR/F20 – these forms will not be used in ISIS HR. New forms for Replacement (e.g., stop payments) and Reverse and Reissue (e.g., void of overpayments) are discussed in OSUP Memo #2001-51.

- Direct Deposit form UPR/F45 – this form has been replaced with two new forms (OSUP/F12A and OSUP/F12B) distributed in OSUP Memo #2001-45.

### **Special Processing in ISIS HR**

#### **Refunds of deductions**

- Agencies must be very careful when processing refunds of deductions in ISIS HR since the system has no edits on the amount to be refunded. If a refund is done for an incorrect amount, this could require further special processing to correct, or it could result in a Form W-2c. Obtain proper documentation before processing a refund.
- Refunds of deductions from prior calendar year and prior ISIS HR conversion may require special **Prior Year** or **Pre-ISIS** wage types. Contact OSUP before entering these refunds.
- Refunds of FICA and Medicare taxes withheld after ISIS HR conversion will require special procedures until a change is made to ISIS HR. Contact OSUP for these procedures. If this refund is needed because the employee should have been on a retirement plan instead of FICA, contact OSUP before making any changes to the employee's tax model or retirement benefits.

#### **Income Tax Calculation on Termination Pay**

The vacation method will be used to calculate taxes at the time leave is paid. This method basically takes the hours (e.g., 300 term pay hours) and treats it as if it was paid/taxed over the applicable amount of pay periods - in this case approx. 4 pay periods.

Future OSUP Memoranda will be distributed as soon as possible on the following topics. If you have questions before then, please contact OSUP immediately as procedures may not be the same for ISIS HR.

- Deceased Wages – Year-of-Death and Year-after-Death (YOD/YAD)
- Court Settlements – payment of interest to be reported on Form 1099
- Repayment of wages from a previous calendar year
- Out-of-state and out-of-country employees tax withholding
- Procedures to follow for after levy wage types for deferred compensation
- Deposits for handling
  - ORP (Optional Retirement Plan) credits
  - Group Benefits arrears recovery – FMLA & non-FMLA
  - Overpayment recouped via check/money order
  - Recoupment of equipment through employee payment (no deposit required)
  - Worker's Compensation
- Reports for balancing or reconciling posting to AFS
- Record Retention of reports not available in ISIS History
- OSUP Calendars – Fiscal and pay period #'s (OSUP Memo #2001-50)

March 22, 2001

Page 5

- Payment of withholdings and reporting to vendors
  - Retirement systems
  - Group Benefits & Flexible Benefits
  - DOL Employment Security Quarterly Wage Report
  - All other vendors
- W-2/W-2c processing
- Reconciliation of Unpaid Balances of current Payroll Clearing Fund and conversion to one Payroll Clearing
- Correspondence with agencies through email; removing agency bins at OSUP

Please remember that any questions about **how to enter in the ISIS HR** system must be directed to the ISIS Help Desk at 225 342-2677. Questions on **what and why to enter (in reference to payroll policy, law, W-2)** and on the material in this memorandum must be directed to the appropriate OSUP unit:

**Wage and Tax Administration**

Andrea Hubbard, Manager	(225) 342-0715
Cindy McClure	(225) 342-1652
Lawanna Green	(225) 342-5344
Rhonda Desselle	(225) 342-8928
Rachel Bryant	(225) 342-0714

**Garnishment & Financial Administration**

Laura Odom, Manager	(225) 342-5332
Angel Vernon	(225) 342-0717
Dora Duncan	(225) 342-5362
Cynthia Spann	(225) 342-5343
Patrick Faulk	(225) 342-5374
Laurie Lee	(225) 342-0716

**Benefits Administration**

Stacey Guilbeau, Manager	(225) 342-5337
Ralph Noland	(225) 342-5377
Paula Rotolo	(225) 342-5357
Christi Sanchez	(225) 342-5345
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